

Quick: unds

TEACHER INCENTIVE

Application



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Application

Neatly *handwrite* or type in 12-point font. Answer all required narrative questions and attach the completed budget and checklist. Applicant should read *Guidelines for current grant program information/eligibility*.

Name _____
Address _____ P.O. Box _____
City _____
State _____ Zip _____ Phone _____
County _____ Cell _____
E-mail _____ Fax _____
☐ new address ☐ new e-mail ☐ new phone

Project Start Date _____
Projects cannot begin until 3 weeks after deadline

Total Cost of Project _____

Project End Date _____

Amount Requested _____

Write a short summary of your project in the space below.

I reside in State Legislative District _____

and in U.S. Congressional District 1 ☐ or District 2 ☐

to find this information go to idahovotes.gov

I am a U.S. Citizen ☐ or Legal Resident Alien ☐ or Refugee ☐ Years as a resident of Idaho _____

If you have received a grant or award, did you submit the required final report? ☐ yes ☐ no

If you are currently enrolled in a degree program, what is your major?

Some degree-seeking students are not eligible, see [this web page](#) _____

I certify that the information contained in this application, including attachments and support materials, is true and correct to the best of my knowledge. I have read and agree to comply with the Legal Requirements of accepting this grant.

Applicant Signature _____

Date _____

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Budget

Neatly handwrite or type in 12-point font. Complete all fields. Round to nearest dollar.

Applicant Name _____ Date _____

EXPENSES

Amount \$

PLANNING TIME *(Funds needed by teacher for time to work on project/activity)*

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SUPPLIES/MATERIALS *(list below)*

FEES & OTHER EXPENSES *(list below)*

TRAVEL *(list below)*

Airfare	
Car Rental/Mileage <i>Cost for travel beyond 25-mile radius. Private vehicle \$.55 ½ per mile.</i>	
Meals <i>not to exceed \$30/day</i>	
Lodging	
Other	

TOTAL EXPENSES (cost of project)

TOTAL GRANT REQUEST (up to \$1,500)

Required cash match ratio 1:3 (example: request of \$1,500 would be matched by at least \$500)

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Narrative

*Submit a **two-page** clear and concise narrative that directly responds to the questions below. Number, repeat the five (5) questions, and answer in order. Refer to the evaluation criteria as you write your narrative and select your support materials.*

1. Briefly describe your school/classroom; include your school/classroom arts goals.
2. Describe what you propose to do, whom it will serve, and what knowledge and skills will be acquired by learners.
3. Describe the sequence of learning activities that will help participants achieve the project's learning goals. Schedules and/or lesson plans may be attached as support materials.
4. Include roles and qualifications of artists, consultants, and/or key personnel.
5. Describe how your project addresses the needs of your school population or community and how your project will be shared with the larger community.

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QUICKPROJECT FOR INDIVIDUALS

Checklist

You should include all items on the checklist. Missing items may affect your score. Be sure to use the correct form and carefully check project start and end dates.

Applicant Name _____ Date _____

INCLUDE THE CHECKLIST PLUS:

- ☐ **completed application form**
- ☐ **completed budget form**
- ☐ **two-page response to narrative questions**
- ☐ **résumés of key personnel, consultants, and artists** (as applicable)
- ☐ **work samples for non-rostered artists, key partners, or organizations**
*Work samples demonstrate the quality of artists and services. They include images, manuscripts, audio, video, or other documentation. **No more than 10.** Include the Work Samples form or an equivalent list.*
- ☐ **support materials**
*Support materials strengthen your application. They might include brochures, articles, workshop information, letters of acceptance, a schedule of activities, letters of support from a school principal or community partners, curriculum guides, or examples of past student work that demonstrate artistic and educational quality. **No more than 5.***
- ☐ **an adequately-sized, self-addressed stamped mailer, if you want work samples returned.**

Note: Rostered artists are those included in the ICA Directory of Teaching Artists